



DATE: April 5, 2018

TO: Honorable Mayor and Councilmembers

FROM: Lydia Romero, City Manager

SUBJECT: Planning Commission Interviews and Selection Process

ATTACHMENTS:

- A. Planning Commission Position Description
- B. Planning Commission Application

Background:

On March 6, 2018, the City Council adopted Ordinance 448 to re-establish the Lemon Grove Planning Commission (the Commission) to hear land use and planning matters on appeal from a staff determination or as the first approval body. The ordinance officially went into effect on April 5, 2018, 30-days after its adoption.

Ordinance 448 establishes the Commission as a five-member body comprised of members who are registered voters and residents in Lemon Grove. Initial appointments of the commissioners will be for staggered terms so that no more than two commissioner terms expire in the same year. Initially, two commissioners will be appointed for a four-year term, expiring on June 30. The remaining three commissioners will be appointed for one, two and three-year initial terms. Terms may be adjusted by the City Council so that at least one commissioner's term expires at the end of each fiscal year. The Commission position description (**Attachment A**) and the application (**Attachment B**) are included for Council's reference.

Applications:

Throughout the extended application period from February 28, 2018 – March 22, 2018, a total of 18 completed applications were received. Upon review of the applicant's home addresses, 16 out of the 18 applicants meet the necessary residency requirement. One applicant later elected to withdraw their application. As such, a total of 15 interviews have been scheduled. The two applicants who do not satisfy the requirements were mailed notification letters on April 4, 2018.

April 10, 2018 Interview Process:

The steps below highlight the process for the April 10, 2018 special meeting.

- Conduct interviews;
 - Interviews have been scheduled to last approximately 10 minutes in length for each of the 16 candidates.
 - A list of proposed interview questions will be prepared for consideration.
- Deliberate on the selection of the five planning commissioners;
- Direct staff as to which individuals should be appointed; and
- Staff will prepare a report for the April 17, 2018 City Council meeting for the formal appointment of permanent members to the Commission.

As a reminder, additional ordinance changes are needed to clarify the role of the Commission and the breadth of its authority.

CITY OF LEMON GROVE PLANNING COMMISSION

Purpose:

The Planning Commission acts as a resident advisory group to the Lemon Grove City Council on land use issues.

Membership:

The Planning Commission consists of five Lemon Grove residents that are appointed by the City Council.

Term(s) of Office:

Planning Commissioners will serve a four year term.

The initial appointments will be for staggered terms so that no more than two commissioner terms will expire in the same year.

Meeting Time/Location:

Meetings are scheduled for the second Monday of each month at 6:30 p.m. Additional meetings may be scheduled on an as-needed basis. Meetings will be held at the Lemon Grove Community Center, 3146 School Lane.

Compensation:

Pending City Council Approval.

Financial Disclosure:

All Planning Commission Members must submit Conflict of Interest Statements (FPPC Form 700) and complete AB 1234 Ethics training.

Responsible Department:

Development Services Department



PLANNING COMMISSION APPLICATION

CONTACT INFORMATION

Name: _____ Address: _____

Phone: _____ Email Address: _____

WORK & COMMUNITY EXPERIENCE

Employer: _____ Title: _____

Statement of Occupational Experience: _____

List any past or current community or public service appointments with dates served: _____

What experience or special knowledge can you bring to the Planning Commission? _____

It is anticipated that the Planning Commission will meet on the on the second Monday of each month at 6:30 p.m. Does your schedule allow you to attend on this day at this time? (Circle one)

Yes

No

Comment: _____

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: _____

Date: _____